

POSTING DATE: September 7, 2006

CLOSING DATE: September 18, 2006

ANTICIPATED VACANCY NOTICE
FAIR HEARINGS SUPERVISOR

PLEASE FOLLOW THE APPLICATION FILING INSTRUCTIONS SPECIFIED AT THE BOTTOM OF THIS PAGE!

The Department of Social Services is presently recruiting for a Fair Hearings Supervisor in the Office of Legal Counsel, Regulations and Administrative Hearings Division at our Central Office location in Hartford.

POSITION: Fair Hearings Supervisor

OPEN TO: Department of Social Services employees who are on the current Exam List for this job classification or who currently are eligible to transfer laterally to this position

LABOR UNIT: Social & Human Services (P-2)

SALARY RANGE: \$68,253.00 to \$86,015.00 (SH 28)

LOCATION: 25 Sigourney Street, Hartford, CT

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; identifies staff utilization and training needs and provides training for new and existing staff; may perform special assignments and conduct special program studies; may act for Director of Hearings in his/her absence; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Considerable Knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of hearings policy and procedures; considerable knowledge of eligibility requirements for Public Assistance, Medical Assistance, Food Stamps and General Assistance; considerable knowledge of public assistance program policy and practices; considerable oral and written communication skills; interpersonal skills; considerable ability to read, interpret and operationalize complex policy and legislation; ability to prepare report on unit activities and/or operations; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years' experience in the conduct of quasi-judicial hearings or formulation of policy regarding the hearings process.

Special Experience:

One (1) year of the General Experience must have been at the level of Fair Hearings Officer.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A master's degree in business, public administration or a closely related field may be substituted for one (1) additional year of the General Experience.
3. One (1) year as a Fair Hearings Officer may be substituted for the General and Special Experience.

4. One (1) year as a Public Assistance Consultant with responsibility for the formulation of hearings policy may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

NOTE: This position may be filled by candidates from mandatory Re-employment and SEBAC lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed original State of Connecticut Application (Form PLD -1) and a Cover Letter to:

**Kelly Geary, Principal Personnel Officer
Department of Social Services
Human Resources - 12th Floor
25 Sigourney Street
Hartford, Connecticut 06106
Fax: (860) 951-2979**

Applications must be received by close of business September 18, 2006

An Equal Opportunity / Affirmative Action Employer